



Lumpkin County, Georgia

Planning Department

August 31, 2016

Agenda Item:

Revised site plan requirement for building permits

Item Description:

Revise regulations to include a professionally designed site plan with each building permit application.

Facts & Historical Information:

The Planning Commission has asked that the Planning Director go before the BOC to ask for a revision to the regulations requiring a site plan prepared by a certified design professional. This request is to help reduce the number of variances requested and to ensure that all parties involved in a project have an understanding of the project prior to starting work. The current regulations are:

Sec. 10-72. - Drawings and specifications.

(e) Site drawings. Drawings shall show the location of the proposed building or structure and of every existing building or structure on the site or lot. The building official may require a boundary line survey prepared by a qualified surveyor.

This current requirement is minimal and may be a sketch over an aerial photo or onto a copy of the plat. The Planning Commission is requesting a to scale site plan showing all that is currently requires and also including property boundary lines with bearings and distances, existing and proposed septic systems locations, driveway location, building setback lines, dimensions of proposed structures, distances from existing structures and distances to property lines from proposed structures. Attached are the permitting requirements for Hall and Dawson counties. White County currently has site plan requirements very similar to the Lumpkin County requirements.

Potential Courses of Action:

- a. Require a site plan prepared by a certified design professional having all information listed above.
- b. Require a site plan having all information above, but not required to be completed by a design professional.
- c. Keep the existing requirements without change.

Budget Impact:

No impact on the budget.

Staff Recommendation:

Staff is in agreement with the Planning Commission that additional requirements to the site plan would help reduce the amount of variances being requested. A better site plan will give the planning department and the inspectors a better overall view of the project allowing for better understanding and better decisions. There will be an additional upfront cost that the permittee will have to pay for planning, but good upfront planning will in most cases reduce the project construction cost and shorten construction time. It is staff's recommendation that the additional requirements be added to the site plan requirements, but the requirement of a certified design professional not be added. This would allow permittees who have the ability to do site planning to prepare a site plan acceptable for permitting.

HALL COUNTY
BUILDING PERMIT REQUIREMENTS
FOR 1 & 2 FAMILY DWELLINGS

NOTE: SIGN IN FOR ZONING VERIFICATION BEFORE APPLYING FOR PERMIT

Everyone applying for a building permit is required to provide the following information:

BUILDER NEEDS TO BRING CURRENT COUNTY & STATE BUSINESS LICENSE.

1. A copy of a previously recorded site plan (plat or survey) of the property showing:

- The property lines of the lot, giving distances to the nearest one-tenth of a foot.
- The size of the lot.
- Names and locations of all abutting streets or other right-of-ways.
- An outline of all existing and proposed structures including the size and location.
- The distance of those structures from all property lines.
- Structures MUST be drawn by an engineered scale.
- A tie point to a landmark such as a road intersection.
- A north arrow sign on the survey.
- Set backs approved by Zoning Department.

SEE ATTACHED EXAMPLE. THIS IS AN EXAMPLE ONLY. DO NOT REPRODUCE.

2. A copy of the septic tank permit issued by Environmental Health Department. If a septic system is already on the property, an approval letter from Environmental Health will be required. **NOTE: The letter must not be over 1 year old.**
3. **PROOF OF WATER – ONE OF THESE MUST BE SUBMITTED.**
- A. A paid water meter receipt must be submitted if served by City or County water systems.
 - B. A well permit issued by Environmental Health Department.
 - C. In the event of a private community water system; a copy of an approval letter to tie into that water system must be submitted at the time of permitting.
4. Licensed General Contractors on the job MUST permit these applications. HOWEVER, a homeowner can be their own General Contractor as long as they do not hire a licensed General Contractor. All contractors either homeowners or licensed, must bring in a plumbing, electrical, & heating & air subcontractor affidavit at time of permitting. These affidavits must have original signatures of the subs. If they are not up-to-date on our system we will need a copy of their current Business License and State Card attached to the affidavits. **A STATE OF GEORGIA GENERAL CONTRACTOR'S LICENSE WILL BE REQUIRED WHEN MAKING AN APPLICATION FOR PERMITS EFFECTIVE JULY 1, 2008.**
5. All new single family and two family housing in Hall County must comply with new "Housing Aesthetic Standards." See Attached.

Permit Fees: - Total square feet under roof also open decks

.30 per square feet

\$50.00 – Occupancy Permit – plus \$1,241.93 – Impact Fee per house



Dawson County Planning & Development
25 Justice Way, Suite 2322, Dawsonville, GA 30534 (706) 344-3604

RESIDENTIAL BUILDING PERMIT CHECKLIST

- | | |
|--|--|
| <input type="checkbox"/> Approved Recorded Plat (Clerk of Courts) | <input type="checkbox"/> Paid Tax Receipt (Tax Commissioner) |
| <input type="checkbox"/> Driveway Permit (Public Works) | <input type="checkbox"/> Septic Tank Permit/Letter (Env. Health Dept.) |
| <input type="checkbox"/> Labeled Floor Plans (8 ½ x 11) | <input type="checkbox"/> Restroom Facilities Form (Env. Health Dept.) |
| <input type="checkbox"/> Site Plan (Showing the current building setbacks for the proper zoning. Show and label the size and location of proposed and existing structures on the site and distances from lot lines. In the case of demolition, the site plan shall show construction to be demolished and the location and size of existing structures and construction that are to remain on the site or plot.) | <input type="checkbox"/> Public Water Letter (Etowah Water & Sewer Authority OR Community Well Service Provider) |
| | <input type="checkbox"/> Completed Application |
| | <input type="checkbox"/> Release Form |
| | <input type="checkbox"/> Builder's License/Registration/State Card |
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All plans for additions, build outs, and renovations must show the project location in relation to the entire existing floor/structure of the building in which said construction is being done.

A complete set of approved plans and specifications SHALL BE MAINTAINED ON THE CONSTRUCTION SITE at all times.

All revisions to plans shall be approved prior to the start of the said construction.

Type of Permit: _____ **Land Disturbance** ____ Yes ____ No

Location of Project: _____

TMP# _____ **Zoning of the Property:** _____

Installing: Plumbing ____ **Electric** ____ **HVAC** ____

Directions to the property: _____
